



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
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WASHINGTON, DC 20350-3000

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MARINE CORPS ORDER 1001.45J

From: Commandant of the Marine Corps
To: Distribution List

Subj: CAREER DESIGNATION, RETENTION, AND RETURN TO ACTIVE DUTY,
REDESIGNATION OF RESTRICTED OFFICERS TO UNRESTRICTED STATUS, AND
INTERSERVICE TRANSFER OF OFFICERS INTO THE MARINE CORPS

- Ref: (a) 10 U.S.C.
(b) 10 U.S.C. 647
(c) DSD Memorandum, Implementing Guidance: Transition of the Active Duty List (ADL) Officer Force to All-Regular Status of 29 Jan 2005 (NOTAL)
(d) DSD Memorandum Appointment Authority for Certain Regular and Reserve Component (RC) Officers of 2 May 2005 (NOTAL)
(e) DOD Instruction 1332.29, "Eligibility of Regular and Reserve Personnel for Separation Pay," June 20, 1991
(f) MCO 1610.11C
(g) MCO P1070.12K
(h) DOD Instruction 1300.04, "Interservice Transfer of Commissioned Officers," December 27, 2006
(i) MCO P1100.73B
- Encl: (1) Eligibility Criteria and Administrative Instructions for Nominations for The Basic School (TBS) Career Designation Program.
(2) Eligibility Criteria and Administrative Instructions for the General Career Designation Program.
(3) Eligibility Criteria for Officers for the Return to Active Duty (RAD) Program.
(4) Eligibility Criteria and Administrative Guidance for Interservice Transfer (IST) to the Marine Corps.
(5) Eligibility Criteria and Application Instructions for Redesignation.
(6) Eligibility Criteria and Administrative Instructions for officers for the Extended Active Duty (EAD), Standard Written Agreement (SWAG), and the Active Reserve Program.

1. Situation. To provide policy and procedural guidance governing: (1) the career designation of active component (AC) officers for retention on the Active Duty List (ADL) per references (a) through (g); (2) the redesignation of limited duty officers (LDOs) to unrestricted status; (3) the interservice transfer of active duty officers to the regular Marine Corps per references (h) and (i); and (4) the return to active duty of reserve component (RC) officers to the active component of the Marine Corps per reference (a).

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

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2. Cancellation. MCO 1001.45H.

3. Mission. This Order provides policy for the career designation of active component (AC) officers, the redesignation of limited duty officers (LDOs) to unrestricted status; the interservice transfer of active duty officers to the regular Marine Corps and the return to active duty of reserve component (RC) officers to the active component of the Marine Corps.

4. Execution

a. Commander's Intent. Career Designation - Career designation is the process used to manage the AC officer population. Career designation accomplishes the objectives of retaining the best qualified officers on active duty and maintaining the AC officer population in each year of commissioned service (YCS) at a level that supports the promotion timing and opportunity guidelines to Major established by section 619 of reference (a).

(1) Reference (b) allows for the separation of AC officers for the purpose of force shaping through their fifth year of active commissioned service. Therefore, the officer retention board (ORB) per the instructions contained in this Order may consider all officers who desire to remain on active duty.

(2) Reference (b) requires that all officers on the ADL be AC officers by 1 May 2006. Any officer who does not qualify under section 532 of reference (a) will not be considered for career designation.

(3) Career designation selection under the programs referred to in paragraphs 4b(1) and 4b(2) is a competitive process based on an officer's official record. Therefore, officers are responsible for ensuring their official records are complete and accurate as set forth in reference (g). The ORB uses the Master Brief Sheet (MBS) and the Official Military Personnel File (OMPF) to evaluate officers considered for career designation, EAD, or RAD. The MBS summarizes the performance evaluation markings in the officer's record. Performance evaluations appearing on the MBS should also appear in the OMPF. The MBS and OMPF may be obtained by writing to the CMC (MMSB-10), Headquarters, U.S. Marine Corps, 2008 Elliott Road, Quantico, VA 22134-5130, by email at smb.manpower.mmsb@usmc.mil, or by fax at Commercial 703-784-3900 (MMSB); 703-784-5792 (MMSB-10); 703-784-5682 (MMSB-20); 703-784-3783 (MMSB-30). Officers should ensure that Professional Military Education (PME) certificates, undergraduate and postgraduate degrees, and award citations are also included in the OMPF. Officers eligible for career designation who discover discrepancies in their OMPF should submit certified copies of documents missing from the OMPF to CMC (MMSB) for consideration by the ORB.

(4) Officers selected for career designation by the ORB will incur a 2-year active duty obligation of service from the date specified in the announcement MARADMIN. Officers will be required to notify CMC (MMOA) of their intent to accept career designation within 45 days after release of the ORB results. Officers who either fail to respond or decline career designation after the 45-day window has elapsed will be separated at their

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End of active service (EAS) per references (e) and (f). Officers who fail to be selected for career designation will normally be separated at their EAS (per initial service obligation). Officers who either fail to be selected for or decline career designation will not be eligible for reconsideration for career designation without CMC (MMOA-3) approval.

b. Concept of Operations

(1) Career Designation Programs

(a) TBS Career Designation Program. The Commanding General, Marine Corps Combat Development Command, Quantico, VA is authorized to nominate the top 5 percent of officers graduating from each Basic School class. Enclosure (1) contains the eligibility criteria and administrative instructions for this program. Nominees who meet the eligibility criteria in enclosure (1) will be submitted to the ORB for recommendation to the CMC (MMOA-3).

(b) The General Career Designation Program. This program is the primary program for selecting officers for retention on the ADL. The ORB will review the official records of all officers who meet the eligibility requirements prescribed by this Order. The ORB will recommend the best-qualified officers for career designation to meet the number of vacancies allocated. Enclosure (2) contains the eligibility criteria and administrative instructions for this program.

1. AC officers on the ADL serving their initial tour of active duty will be provided at least one opportunity to be considered for general career designation before reaching their EAS. Officers who do not meet the eligibility requirements before reaching their EAS may request an administrative extension of their EAS from CMC (MMOA-3) in order to have at least one consideration opportunity. Officers eligible for career designation who requested not to be considered by the ORB, and officers selected for career designation by the ORB who declined to accept an offer of career designation, will not be granted an administrative extension in order to receive additional career designation opportunities. Those officers not selected for career designation will have their names forwarded for reappointment to the RASL in accordance with reference (d).

2. Force shaping requirements affect the competitiveness of the career designation program; during extremely competitive periods, it may be desirable to select alternates for career designation. Career designation alternates may be selected based upon overall performance. Alternates selected for EAD must accept the EAD to remain a career designation alternate. The ORB will provide a lineal ranking of alternates to the CMC (MMOA-3) based on "best and fully qualified" for retention. Career designation alternates may only fill vacancies that become available if a primary career designation selectee declines career designation or is removed from the selection list. CMC (MMOA-3) will fill career designation vacancies with alternates as vacancies become available.

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3. Reserve chief warrant officers (CWOs) may also apply for general career designation. The warrant officer population is managed to meet the technical officer requirements of the Marine Corps. The Marine Corps bulletin that announces the ORB will solicit applications only from CWOs in skills that are critically short and are not expected to be filled in the foreseeable future through new warrant officer accessions. Applications from CWOs in unsolicited MOSSs will not be considered.

(2) Other Active Duty Retention Programs for RC Officers

(a) Retention of Officers on the Active Duty List

1. The purpose of retaining AC officers on the ADL beyond their initial active duty obligation or obligated service is to provide these officers additional time to demonstrate their qualifications for career designation and to sustain the company grade population. Officers eligible but not selected for career designation may request consideration for an EAD.

2. A request for an EAD up to 1 year is an administrative action that will be submitted via the chain of command to CMC (MMOA-3). Requests for administrative EADs that extend an officer's EAS beyond the 6th YCS will not normally be considered.

3. Approval of an administrative EAD request, where career potential is not the primary issue, may be granted under the following circumstances:

- a. The extension of an officer is critical to meet a specific operational commitment.
- b. An overseas assignment from TBS that requires a minimum tour length of 36 months or more.
- c. Humanitarian reasons (including pregnancy).
- d. An officer is selected for the Field Flight Training Accession Program.
- e. An officer is dropped from Naval Aviator (NA)/Naval Flight Officer (NFO) Training (except by reason of academic failure or dropped on request) where additional obligated service is necessary to qualify for formal school attendance and/or submission of an application for career designation.

4. Officers whose separation is involuntary as a result of having twice failed selection for promotion are not eligible to extend under the provisions of this paragraph.

5. Second lieutenants found not qualified for promotion are not eligible to extend under the provisions of this paragraph.

(b) Standard Written Agreement (SWAG). Officers requesting career designation may be offered a SWAG based upon their record and the needs of the Marine Corps. Such agreements should provide for at least 3 years of

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active duty and will not provide an EAS beyond YCS 8. Enclosure (6), contains eligibility criteria and administrative instructions for requesting a SWAG.

(c) Active Reserve. Eligible officers desiring consideration for the AR program should be forwarded to CMC (RA).

(d) Return to Active Duty (RAD). Eligible RC officers requesting RAD need to apply per enclosure (3).

(3) Interservice Transfer (IST) into the Marine Corps. Officers applying for IST should submit applications in accordance with reference (h) and enclosure (4) of this Order.

(4) Officer Retention Boards (ORB) are held to recommend applicants for Career Designation, Return to Active Duty or Interservice Transfer.

(a) DC, M&RA may direct that the career designation ORB be held in conjunction with the annual Captain Selection Board (CSB). ORBs may be held quarterly.

(b) Career designation of AC Marine Corps officers, Return to Active Duty and interservice transfer of officers into the AC of the Marine Corps shall be made only in accordance with the approved reports of an ORB. The ORB shall be composed of at least five commissioned officers serving in grades above major in the AC of the Marine Corps appointed by precept of the Deputy Commandant for Manpower and Reserve Affairs.

(c) Each member of an ORB shall swear or affirm that he/she will perform his/her duties as a member of the board without prejudice or partiality and having in view both the special fitness of officers and the efficiency of the Marine Corps.

(d) The board shall be furnished with the names and records of all officers eligible for career designation and, as appropriate, the applications of all interservice transfer applicants. The board shall carefully consider the case of every officer whose name is so furnished.

(e) Each board will recommend for career designation or interservice transfer, as appropriate, eligible officers in numbers not in excess of the appropriate numbers provided for each year commissioned service and/or skill by DC, M&RA (MP).

(f) The selection of eligible officers for career designation or interservice transfer, as appropriate, shall be based upon their mental, moral, and professional qualifications as demonstrated by their official records, including completed application for interservice transfer, as appropriate.

(g) The ORB shall submit at least one written report to CMC signed by all of the acting members and the recorder(s). Each report shall certify that the board has complied with all instructions and directions contained in the precept and that, in the opinion of at least a majority of

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the acting members of the board, the officers recommended are fully qualified for career designation or interservice transfer into the AC of the Marine Corps and are the best qualified of all eligible officers and applicants.

(h) Each report shall be submitted to CMC for approval or disapproval, in whole or in part, via the Staff Judge Advocate to the CMC for legal review, and the Deputy Commandant for Manpower and Reserve Affairs.

(i) The proceedings of the board shall not be divulged by any member of the board or by the recorders to anyone except the Secretary of the Navy, the Commandant of the Marine Corps, or their authorized representatives. The recommendations of the board shall not be disclosed until approved by CMC or this designee except as authorized by CMC.

(j) CMC may remove the name of any officer from a list of officers recommended for career designation; CMC may recommend that the Secretary of the Navy or his designee remove the name of any officer selected for return to active duty or interservice transfer into the Marine Corps under this instruction.

(k) Those officers selected for RAD or IST into the Marine Corps, who are approved by CMC for regular appointment in the Marine Corps, shall be appointed in accordance with sections 531 or 647 of reference (a), as appropriate.

(5) Separation Pay Criteria

(a) Under section 642 of reference (a) and paragraph 3 of reference (e), officers on the ADL who have completed 6 or more, but less than 20 years of active service, may be entitled to separation pay if they unconditionally volunteered for retention on active duty but were not accepted. An officer who volunteers for a period of active duty contingent upon assignment to a certain type of duty or location, or a specific type of contract, is not considered to have unconditionally volunteered. Requests for career designation, and EAD are considered unconditional.

(b) Officers who are eligible for separation pay upon release from active duty at the completion of their active duty obligation, but who are retained on active duty for medical reasons under reference (h), or who request to remain on active duty under paragraph 2(a)3 of this Order, will retain their eligibility for separation pay upon release from active duty at the end of the extension period.

(c) Officers may not become eligible for separation pay while serving on active duty under paragraph 2(a)4 of this Order unless the following conditions are met:

1. A request for unconditional retention is submitted within 15 months of the officer's EAS per enclosure (2) of this Order and such request is disapproved; and,

2. Completion of 6 or more, but less than 20 years of active service immediately before release from active duty.

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(d) Officers on active duty who became eligible for separation pay prior to the publication of this Order will retain their separation pay eligibility.

5. Administration and Logistics

a. Redesignation. Eligibility criteria and administrative instructions for LDOs who wish to apply for redesignation to unrestricted status are contained in enclosure (5).

b. Commanding officers will ensure this Order is brought to the attention of all officers eligible for consideration under its provisions. In addition, the Commander, Marine Forces Reserve will ensure that eligible officers in the Ready Reserve are informed of their opportunity to apply for return to active duty.

c. Commanding officers should not discourage eligible officers from applying for retention on active duty, but should record their concerns, if any, about an officer's qualifications in their endorsements.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.



R. S. COLEMAN
Deputy Commandant for
Manpower and Reserve Affairs

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ELIGIBILITY CRITERIA AND ADMINISTRATIVE
INSTRUCTIONS FOR NOMINATIONS FOR THE
BASIC SCHOOL CAREER DESIGNATION PROGRAM

1. Eligibility Criteria

- a. Citizenship. Must be a citizen of the United States.
- b. Age. Must be able to complete 20 years of active commissioned service before attainment of age 62. In computing service, a fractional year of 6 months or more shall count as a whole year.
- c. Education. Must possess a baccalaureate degree or higher from an accredited institution.
- d. Physical. Must be certified as medically qualified by the Commanding Officer TBS.
- e. TBS Standing. Nominees must have completed TBS in the top 5 percent of the class.

2. Administrative Instructions. Administrative instructions have been forwarded to the Commanding General, Marine Corps Combat and Development Command by the CMC under separate correspondence.

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ELIGIBILITY CRITERIA AND ADMINISTRATIVE
GUIDANCE FOR OFFICERS FOR THE GENERAL
CAREER DESIGNATION PROGRAM

1. Application Procedures. Amplifying guidance will be provided annually by the MARADMIN prior to the convening of the ORB.

2. Eligibility Criteria

a. Citizenship. Must be a citizen of the United States.

b. Age. Must be able to complete 20 years of active commissioned service before attainment of age 62. In computing time of service, a fractional year of 6 months or more shall count as a whole year.

c. Company Grade Officers. May be on active duty or in the Ready Reserve, but must have less than 9 years of total commissioned service.

d. Education. Must possess a baccalaureate degree or higher from an accredited institution.

e. Fitness Reports (For General Career Designation Only). Commands may verify the amount of time covered by observed performance evaluations on any officers in question by contacting either MMSB or by checking the MMSB web-page.

(1) Officers who have served continuously on active duty since appointment as a second lieutenant must have a minimum of 540 days of observed performance only in years when career designation is conducted separately from selection to captain. Observed time begins with the first observed performance evaluation after graduation from the primary military occupational specialty (PMOS) school. For aviators, performance evaluations received while in fleet replacement squadrons (FRS) are counted as observed time only when marked other than not observed.

(2) Officers selected for the Aviation Field Accession Program who are in a student naval aviator status are ineligible for consideration for general career designation until they have 540 days observed time as a designated pilot/Naval Flight Officer (NFO) only in years when career designation is conducted separately from selection to captain. Once these officers graduate and are designated NAs/NFOs, they will be given a contract obligation that provides sufficient opportunity to apply for general career designation as a pilot/NFO. Officers who fail to complete flight training, and have not had a previous opportunity to apply to an ORB, will be returned to their primary MOS and will be extended to allow at least one career designation opportunity.

(3) Officers on active duty who have not served continuously on active duty since appointment as a second lieutenant must have at least 540 days observed performance since return to active duty. The amount of time covered by observed fitness reports can be verified by contacting CMC (MMSB) or by checking the CMC (MMSB) web-page.

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f. EAD (Applies to general career designation only). To allow sufficient time for transition from the Marine Corps if not selected for retention, all officers on active duty, regardless of category, must have at least 4 months of active duty time remaining after the ORB convening date. Specific cut-off dates will be prescribed in the announcing MARADMIN.

3. Separation Pay Provisions

a. Officers not selected for career designation or EAD will be entitled to separation pay if otherwise eligible per section 642 of reference (a) and paragraph 3 of reference (e).

b. Those officers not selected for Career Designation will have their names forwarded for reappointment to the RASL in accordance with reference (d).

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ELIGIBILITY CRITERIA FOR OFFICERS FOR THE
RETURN TO ACTIVE DUTY (RAD) PROGRAMS

1. Eligibility Criteria. It is the policy of the Marine Corps in accordance with section 531 of reference (a) to allow the transfer of RC lieutenants, captains and majors to the AC who have demonstrated the potential for full careers as military officers in order to sustain the quality and effectiveness of the AC officer force. The following outlines the eligibility criteria and requisites for approval of a RAD applicant.

- a. All applicants must comply with section 531 of reference (a).
- b. All applicants will apply via an Administrative Action (AA) Form (NAVMC 10274) or naval letter via their chain of command to CMC (MMA-3).
- c. All applicants are required to be physically qualified as determined by the Commander, Naval Medical Command and include a copy of their DD-2807 (Report of Medical history).
- d. All applicants must be eligible to obtain a secret security clearance.

2. Reserve Component Lieutenants & Captains (Return to Active Duty)

a. All RC lieutenants and captains are eligible to apply to the ORB for RAD. The officers selected will be appointed as AC officers. Reserve lieutenants and captains with a primary military occupational specialty (PMOS) in a "short" MOS should be given primary consideration for career designation to the AC. However, additional selections may also be authorized for qualified RC officers in other PMOSs who have competitive records and who, upon return to active duty, would be an asset to the AC of the Marine Corps.

b. Eligible officers will only be selected if the officer can demonstrate unique qualifications that will clearly benefit the Marine Corps. Such qualifications and any supporting documentation and letters of recommendation should be included with the officer's official record.

c. When evaluating the qualifications of RC Lieutenants and Captains for return to active duty, it must be considered that, upon approval, these officers will normally be assigned to duty within their primary MOS in the operating forces. RC captains who are returned to active duty must be prepared to assume management and leadership responsibilities within their primary MOS commensurate with their rank, both in combat and peacetime operations or exercises. Accordingly, the records of these officers must unequivocally establish their qualifications and abilities to competently perform the duties of that MOS, for the grade of captain, in the operational forces. Consideration should also be given to competitive officers who have communicated willingness to lateral move to MOSs with relatively short training periods such as 0180, in which the board members believe the officer would excel.

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d. During review of the applicants in this category, the following must be considered:

(1) Previous Operational Experience. Ideally, the applicant should have successfully completed at least one tour in his/her primary MOS while on active duty. Although this is not a required prerequisite for return to active duty, it does impact upon assignment and training requirements for the officers in this category.

(2) Currency of Skills. RC lieutenants and captains recommended for RAD are expected to have primary MOS proficiency commensurate to their active duty contemporaries. However, most assignments in the RC limit amount of experience an officer can obtain/maintain with their primary MOS. Appropriate consideration should be given to those officers who, through their own initiative, maintained and developed MOS proficiency through the Marine Corps Institute (MCI) or other military/civilian education opportunities. Other skill-related training includes assignment opportunities in the RC and AC, outside normal drill requirements for which the officer volunteered.

(3) Promotion Timing. An applicant's status with regard to promotion to the next higher grade will be considered in the RAD process. While all Reserve lieutenants and captains are eligible to apply for RAD, those who will complete at least one year active duty prior to the convening of the next promotion board will be viewed more favorably, all other criteria (qualifications) being equal.

e. RC captains who have twice been passed for promotion in either the RC or AC to the next higher grade are not eligible for consideration for return to active duty.

3. Reserve Component Majors (Return to Active Duty)

a. All RC majors are eligible to apply to the ORB for RAD. All Reserve majors selected will be appointed as AC officers. Reserve majors with a primary MOS in "short" MOSs should be given primary consideration for career designation to the AC. However, additional selections may also be authorized for qualified RC majors in other PMOSs who have competitive records and who, upon return to active duty, would be an asset to the AC.

b. Eligible officers will only be selected if the officer can demonstrate unique qualifications that will clearly benefit the Marine Corps. Such qualifications and any supporting documentation and letters of recommendation should be included with the officer's official record.

c. When evaluating the qualifications of RC majors for RAD, it must be considered that, upon approval, these officers will normally be assigned to duty within their PMOS in the operating forces. RC majors who are returned to active duty must be prepared to assume management and leadership responsibilities within their PMOS, both in combat and peacetime operations or exercises. Accordingly, the records of these officers must unequivocally establish their qualifications and abilities to competently perform the duties of that MOS, for the grade of major, in the operational forces.

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d. During review of the applicants in this category, the following must be considered during deliberations:

(1) Previous Operational Experience. Ideally, the applicant should have successfully completed at least two tours in his/her primary MOS while on active duty. Although this is not a required prerequisite for return to active duty, it does impact upon assignment and training requirements for the officers in this category.

(2) Currency of Skills. RC majors recommended for RAD are expected to have primary MOS proficiency commensurate with their active duty contemporaries. However, most assignments in the RC limit the amount of experience an officer can obtain/maintain with their primary MOS. Appropriate consideration should be given to those officers who, through their own initiative, maintained and developed MOS proficiency through the Marine Corps Institute (MCI) or other military/civilian education opportunities. Other skill-related training includes assignment opportunities in the RC and AC, outside normal drill requirements, for which the officer volunteered.

(3) Promotion Timing. An applicant's status with regard to promotion to the next higher grade will be considered in the RAD process. While all RC majors are eligible to apply for RAD, those who will complete at least one-year active duty prior to the convening of the next promotion board will be viewed more favorably, all other criteria (qualifications) being equal.

e. RC majors who have twice been passed for promotion in either the RC or AC to the next higher grade are not eligible for consideration for return to active duty.

4. Reserve Component Lieutenant Colonels & Colonels. Senior RC officers are not considered for the RAD program.

a. There are existing mechanisms for senior RC officers to apply for active duty and be considered, on a case by case basis, according to the needs of the Marine Corps. Senior RC officers wishing to return on AD can apply for Active Duty Operational Support (ADOS)/sanctuary through DC, M&RA (MP).

5. Physical. Applicants must be certified as medically qualified by their Commanding Officer or by the Commanding General, Marine Corps Mobilization Command in the case of RC officers in the Individual Ready Reserve (IRR), or in an Selected Marine Corps Reserve (SMCR) status under the administrative control of the Commanding General, Marine Corps Mobilization Command. When an application/nomination is initiated, the commanding officer will direct that a review of the health record be made by local medical authority. In the forwarding endorsement, the commanding officer will indicate if the nominee is medically qualified based on this review. No physical examination is necessary. If the applicant/nominee is serving in a medically restricted status, or is in any other way considered physically unfit for duty, the nomination with supporting medical information will be submitted to CMC (MMOA-3) via the Commander, Naval Medical Command.

6. RAD Approval Process. RAD applications will be submitted via an administrative action form to CMC (MMOA-3). Prior to appointment as an AC

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officer on the ADL, CMC (SJA) and CMC (IG) will screen an approved applicant. At a minimum, the application will consist of the administrative action request, endorsements from chain of command, a current digital photograph, and the officer's OMPF.

7. Appointments and Assignment of Position on Active-Duty List of Selected Applicants. Appointment of Marine Corps RC officers recommended and approved for transfer to the AC of the Marine Corps under the RAD program shall be accomplished in accordance with references (b) and (d). Each Marine Corps RC officer recommended and approved for transfer to the Regular Marine Corps shall be appointed as an AC officer in the same grade and with the same date of rank as the grade and date of rank that the officer would have held had the officer been serving on the active duty list as an AC officer on the date of regular appointment.

8. Amplifying guidance will be published annually via MARADMIN.

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ELIGIBILITY CRITERIA AND ADMINISTRATIVE GUIDANCE
FOR INTERSERVICE TRANSFER (IST) TO THE MARINE CORPS

1. Eligibility for Transfer to the Marine Corps. All officers from other Services are eligible to transfer to the Marine Corps as outlined by reference (h).

2. Application Procedures. Officers applying for IST should submit applications in accordance with references (h) and (i) as follows:

a. Transfer to the Marine Corps. Officers on the ADL of another uniformed Service may make application to the Marine Corps. Applications shall arrive at CMC (MMOA-3) no later than 30 days prior to the convening date of an ORB for the purpose of selecting officers for career designation, and no later than nine months before the requested detachment (transfer) date, per reference (h).

(1) All requests for IST to the Marine Corps are subject to the following appropriate directives of the respective Service:

- (a) Air Force Instruction 36-2004.
- (b) Army Regulation 614-120.
- (c) Navy - MILPERSMAN, Par 3830140 and reference (a).
- (d) U.S.C.G. COMDTINST M1000.6A, Article 12A3.
- (e) NOAA - reference (h).
- (f) Public Health Service - reference (h).

(2) Applications shall contain the information and comply with the format prescribed by the parent-uniformed Service.

b. Applicants shall submit a cover letter that includes the statement of understanding in references (h) and (i) under the procedural guide for active duty transfers (page 5, paragraph 5).

c. Applications should be forwarded through the appropriate chain of command for screening and endorsements. Endorsements are required for all IST applicants. The appropriate commanding officer or his/her designated representative will provide endorsements. Forwarding endorsements shall include one of the following recommendations: recommended with enthusiasm; recommended with confidence; recommended with reservation; or not recommended. Endorsements other than recommended with enthusiasm will include amplifying comments about the officer's qualifications and reason for the endorsement.

d. Applicants shall ensure their packages include all items prescribed in references (h) and (i) under procedural guide for active duty transfers (page 1, paragraph 1C, D, and paragraph 2B) as well as the following:

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(1) Certified true copies of all fitness reports via paper copies, microfiche, or CD.

(2) Conditional release from parent Service.

(3) Statement that the officer has neither been deferred from promotion nor failed selection for promotion in present grade.

(4) Source of commission.

(5) Original and duplicate copy of report of medical examination (Standard Form 88).

(6) Original and duplicate copy of current report of medical history (Standard Form 93).

(7) Résumé of flying experience, when applicable, including date member entered training for original aeronautical rating, rating held, and date it was awarded, total flying time, and flight time breakdown by type aircraft.

(8) A verified statement of service.

(9) Results of a Marine Corps physical fitness test (PFT) administered and certified by a Marine representative above the rank of the applicant. The PFT must be completed within six months prior to the ORB convening date.

(10) A recent photograph, in the service equivalent of the Marine Corps Service "C" uniform, full length, uncovered front view, left shoulder forward. Include on the photo the individual's name, SSN, MOS, height, weight, and date of picture.

(11) The applicant shall be interviewed by two AC or Active Reserve Marine Corps officers above the member's current rank, and the applicant shall include, as part of the application, these officers' written observation and recommendations, with justification.

3. Processing Applications from Individual Officers. The parent Service should send applications (original and one copy) to CMC (MMOA-3) for review and evaluation under references (h) and (i).

a. CMC (MMOA-3) will review applications for eligibility and forward them to the appropriate occupational field sponsor. Additionally, CMC (MMOA-3) will answer inquiries concerning IST.

b. Occupational field (OccField) sponsors will screen interservice applications to validate transferable skills from other Service and will recommend Marine Corps unique schooling as required.

c. CMC (MMOA-3) will consolidate validated packages for presentation to the ORB.

d. The ORB will select IST applicants based solely on the needs of the Marine Corps and with due regard to Marine officers competing for the same

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retention slots. MMOA-3 will recommend appropriate level school as required (i.e., TBS for lieutenants, EWS for captains, Command and Staff for majors).

e. Officers selected for IST will automatically be career designated.

f. CMC (MMOA-1 or MMOA-2) will schedule, as required, attendance at appropriate Marine Corps formal schools.

g. If the transfer is approved by both the parent and gaining Services, CMC (MMOA-3) will prepare active duty orders, obtain appointment documents from CMC (MCRC-OA), and coordinate the transfer with the parent Service.

4. Appointment of selected and approved IST applicants in the AC Marine Corps shall be accomplished in accordance with section 531 of reference (a) and reference (d). Appointment shall be at the grade and date of rank as determined in accordance with reference (h) and applicable instructions cited therein.

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ELIGIBILITY CRITERIA AND ADMINISTRATIVE
INSTRUCTIONS FOR REDESIGNATION

1. LDOs must meet the following requirements to be eligible to apply for redesignation as Regular unrestricted officers:

a. Be qualified to hold a Category I (unrestricted) MOS that is in the same occupational field (OccFld) as the applicant's primary MOS. This requirement may be waived for LDOs whose OccFld identified by their primary MOS does not contain a Category I MOS, provided they can demonstrate qualifications to hold a Category I MOS as a primary MOS.

b. Have a baccalaureate degree from a regionally accredited college or university. This requirement may be waived only in exceptional cases. The applicant's commanding officer must recommend such a waiver and indicate the progress made by the applicant toward completion of the degree. Applicants shall include all official college transcripts in their application.

c. Have, served at least 2 years in their current LDO grade by the convening date of the ORB.

d. Not be on a promotion list.

e. Be able to complete 20 years of active commissioned service before reaching age 62. Commissioned service begins upon promotion to CWO-2.

f. Be recommended for redesignation by the commanding officer/commanding general.

g. Have sufficient remaining service (before mandatory retirement) to be considered by the ORB and approved by the Secretary of the Navy.

2. Redesignation Selection Process

a. Upon receipt by the CMC (MMOA), the application is referred to the appropriate OccFld sponsor for comment on the officer's qualifications in the Category I MOS in which the officer desires to serve as an unrestricted officer, and on the officer's qualifications in the primary MOS held as an LDO and to CMC (MPP-30) for comment on the status of the restricted and unrestricted MOSs concerned.

b. The ORB will review the officer's application along with CMC (MPP-30) and OccFld sponsor's comments in addition to the OMPF. The ORB will recommend for redesignation only those for whom redesignation is in the best interests of the Marine Corps. The ORB will consider not only the officer's performance and educational background, but also overall career characteristics (previous assignments, competitiveness for promotion as an unrestricted officer, etc.) that may render the individual better suited to unrestricted officer status than to LDO status. The names of officers recommended for redesignation by the ORB will be included in the board report to the Secretary of the Navy.

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c. An officer designated for limited duty may not be considered for redesignation more than twice in the same commissioned grade. When a limited duty officer is assigned as an unrestricted officer, their status as a limited duty officer is permanently terminated.

3. Each Regular permanent LDO recommended and approved for redesignation will be assigned to unrestricted performance of duty status. The officer's grade, date of rank, and position on the active duty list shall remain the same.

4. Physical. Applicants shall be certified as medically qualified by their commanding officer.

5. Application Procedures. Applications for redesignation shall be submitted to CMC (MMOA-3) when solicited and will follow the format provided in Appendix A to this enclosure.

6. Commanding officer endorsements shall include one of the following recommendations: recommend with enthusiasm; recommend with confidence; recommend with reservations; or not recommended. Endorsements other than recommended with enthusiasm, shall include amplifying comments about this officer's qualifications and reason for the endorsement. Additionally, commanding officer endorsements shall include information related to the following:

a. The applicant's potential for service as an unrestricted officer.

b. The applicant's qualifications in the Category I MOS in which the officer is requesting redesignation.

c. The progress toward completion of a baccalaureate degree if the applicant does not have such a degree and whether a waiver of the degree requirement should be considered by the ORB.

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SAMPLE APPLICATION FOR REDESIGNATION
UNIT HEADING

From: Grade, Name, SSN
To: Commandant of the Marine Corps (MMA-3)
Via: Chain of Command

Subj: REQUEST FOR REDESIGNATION AS A REGULAR UNRESTRICTED OFFICER

Ref: (a) 10 U.S.C.
(b) MCO 1001.45_
(c) MCO P1070.12_

Encl: (1) Official college transcripts and proof of degree
(2) Photograph

1. In accordance with references (a) and (b), I request that my status as a limited duty officer be terminated and I be redesignated as an unrestricted officer in MOS XXXX.

2. The following information is submitted:

- a. Current primary and additional MOS's.
- b. Date of birth: YYMMDD
- c. Date promoted to CWO-2: YYMMDD
- d. Date appointed LDO: YYMMDD

3. Enclosure (1) is proof of my baccalaureate degree or of all college work completed.

4. Enclosure (2) is a current photograph submitted in accordance with paragraph 2002 of reference (c).

5. I understand that if selected for redesignation as an unrestricted officer, I will be subject to the laws governing promotion, tenure, and retirement for Regular unrestricted officers.

Signature
Initials, Last Name
Appendix A to

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ELIGIBILITY CRITERIA AND ADMINISTRATIVE INSTRUCTIONS FOR
OFFICERS FOR THE EXTENSIONS ON ACTIVE DUTY, STANDARD WRITTEN AGREEMENTS
AND ACTIVE RESERVE PROGRAMS

1. Application Procedures. Applications for retention will be solicited by ALMAR, via MCBul in the 1040 series. Enclosure (3) contains the format for applications.

2. Eligibility Criteria

a. Citizenship. Must be a citizen of the United States.

b. Age. Must be able to complete 20 years of active commissioned service before attainment of age 55. In computing service, a fractional year of 6 months or more shall count as a whole year.

c. Status

(1) Extended Active Duty. Must be on the active-duty list with no more than 18 months, or no less than 4 months before their EAS.

(2) Standard Written Agreement. Must be in the Ready Reserve (except AR program), not on active duty, and have less than 6 years of total commissioned service. This requirement may be waived for applicants requesting assignment to active duty under special programs to meet the needs of the Marine Corps for officers in specific skills.

(3) Active Reserve. Must be on the active-duty list with less than 6 months before their EAS at the time the ORB convenes. Specific EAS cut-off dates for AR Program eligibility will be prescribed in the MCBul soliciting applications.

d. Education. Must possess a baccalaureate degree or higher from an accredited institution. If the applicant/nominee does not possess such a degree, commanding officers shall include a specific statement recommending a waiver of this requirement in their nominations, as well as indicating what progress, if any, the applicant/nominee has made toward attaining a baccalaureate degree. Further, commanding officers will indicate whether the applicant has submitted an application for the College Degree Program and provide a copy of that application as an enclosure to their endorsement.

e. Physical. Must be certified as medically qualified by their commanding officer or by the Director, Marine Corps Reserve Support Center in the case of RC officers in the IRR, or in a SMCR status under the administrative control of the Director, Marine Corps Reserve Support Center. The procedures stated below will be followed:

(1) When an application/nomination is initiated, the commanding officer will direct that a review of the health record be made by local medical authority. In the forwarding endorsement, the commanding officer will indicate if the nominee is medically qualified based on this review. No physical examination is necessary. If the applicant/nominee is serving in a medically restricted status, or is in any other way considered physically

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unfit for duty, the nomination with supporting medical information will be submitted to the CMC (MMOA-3) via the Commander, Naval Medical Command.

(2) Officers exceeding the authorized height/weight standards are required to include a certified true copy of an authorized waiver with the application. The waiver will be accepted only if it is authorized by the command to which the officer is currently assigned.

(3) After confirmation by the Senate, appointments will be forwarded to officers selected for career designation via their commanding officers. Each appointment will contain the following statement: "This appointment may not be tendered until the officer concerned has been determined to be medically qualified for appointment by competent medical authority at the local command level."

(4) Upon receipt of the appointment, the commanding officer will have the health record reviewed again. A physical examination will be required unless one has been conducted within the past 12 months. Officers will not be considered medically qualified for appointment if they are in any of the categories listed below:

- (a) Qualified for limited duty only (medically restricted status).
- (b) Undergoing hospitalization.
- (c) On sick leave.
- (d) Awaiting appearance before a physical evaluation board.
- (e) Awaiting final action on the recommended findings of a physical evaluation board or a medical board.

(5) If the applicant/nominee is determined to be medically qualified, the commanding officer will tender the appointment. If the applicant/nominee is found to be not medically qualified or no determination can be made, the commanding officer will:

- (a) Hold the appointment in abeyance.
- (b) Notify the Marine Corps Recruiting Command, Officer Assignments section (MCRC-OA) in writing and include a report of Medical Examination and Report of Medical History (SF's 88 and 93). MCRC-OA will then request the Commander, Naval Medical Command to make a final determination regarding physical qualifications. The commanding officer will be notified of the results by MCRC-OA.

3. Separation Pay Provisions

a. The separation pay statement is a request to remain on active duty unconditionally and it should be submitted only if an officer fully intends to accept either career designation, EAD, or AR. Submission of a separation pay statement legally binds an officer to accept career designation, EAD, or

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AR if selected by the ORB. An officer who submits the separation pay statement but then refuses to accept an offer for career designation or EAD may, at the discretion of the Marine Corps, be obligated to serve an additional period of active duty.

b. If no separation pay statement is included as a separate enclosure to the application, it will be presumed the applicant desires to be considered for career designation only. However, an officer who is not selected for career designation, or having been offered retention refuses to accept it, will be released from active duty upon EAS. The release will be considered voluntary, and the officer will be ineligible for separation pay.

c. Officers who previously applied but were not selected for retention must apply for retention at least once (and include the statement in paragraph 3a on page 6-2 of this Order) to qualify for separation pay if within 15 months of their EAS.

APPENDIX A

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DEFINITIONS

Purpose. This appendix provides a list of definitions referred to in this Order.

a. Active Commissioned Service. Service on active duty as a commissioned officer or commissioned warrant officer.

b. Active Duty. Full-time duty in the active military service of the United States. It includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or the Secretary of the Navy.

c. Active Duty List (ADL). A single list of all officers on active duty in the Marine Corps, except those officers excluded in section 641 of reference (a) (e.g., RC officers on active duty for training, on active duty to pursue special work, or the Active Reserve Program).

d. Active Status. A RC or AC commissioned officer or RC warrant officer who is on active duty, a member of the Ready Reserve, or on the active status list of the Standby Reserve.

e. Applicant. An officer who applies to the Officer Retention Board (ORB) for career designation, retention on active duty, interservice transfer, or redesignation under the provisions of this Order, or an officer who applies to CMC (MMOA-3) for return to active duty under the provisions of this Order.

g. Career Designation. The selection of an AC officer for retention and continued service on the ADL.

h. Distinguished Basic School Graduates. Officers who graduate in the top 5 percent of their Basic School class.

i. Extended Active Duty (EAD). Active duty that is performed by an AC officer on the ADL for a specified period beyond the officer's initial active duty obligation or obligated service.

j. Officer Retention Board (ORB). A board of commissioned officers appointed by CMC (M&RA) for the purpose of recommending AC officers for retention on the ADL through career designation (CD), recommending reserve officers for return to active duty (RAD), recommending other service officers for transfer into the Marine Corps (IST), and for the redesignation of limited duty officers (LDO) to unrestricted status. ORBs are authorized to be held quarterly and may consist of any or all of the aforementioned programs.

k. Original appointment. Appointment as an active duty commissioned officer in the grade of second lieutenant through captain in the AC of the

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Marine Corps, by the President alone, unless otherwise delegated. Appointment in the grade of major through colonel, in the AC of the Marine Corps, made by the President with the advice and consent of the Senate.

l. Ready Reserve. Constituted by the Selected Marine Corps Reserve (SMCR) and Individual Ready Reserve (IRR).

m. Active Component (AC) Officer. An officer in the AC of the Marine Corps on the ADL serving under a permanent appointment in a grade above Chief Warrant Officer, W5 (CWO-5).

n. Reserve Active Status List (RASL). A single list of all officers in an active status in the Marine Corps Reserve, above the grade of CWO-5.

o. Reserve component (RC) Officer. An officer in the Marine Corps Reserve on the RASL who holds a permanent appointment in a grade above CWO-5.

p. Return to Active Duty (RAD). The appointment of a RC Officer (SMCR, IRR) to the AC of the Marine Corps for active duty and assignment to the ADL.

q. Unrestricted Officer. An officer in the grade of second lieutenant or above not designated for limited duty.

r. Years of Commissioned Service (YCS). The number of whole years from the date commissioned a second lieutenant until the first day of the month when the ORB convenes, plus one. For example, an officer commissioned on 1 October 1992 would be in YCS 6 for an ORB convening on 15 November 1997; an officer commissioned on 1 December 1992 would be in YCS 5. Officers in the Judge Advocate category, who entered active duty in MOS 4401, will calculate their YCS by adding the number of whole years of unobserved time before starting The Basic School (TBS) to their date of commission. For example, a Judge Advocate with a commissioning date of 1 October 1992 and 2 years unobserved time before starting TBS will have a calculated date of 1 October 1994 and would be in YCS 4.

s. Standard Written Agreement (SWAG). A contract executed under section 12311 of reference (a) between a RC officer or a RC warrant officer and the Secretary of the Navy or his representative for that officer to serve an additional period of active duty of 1 to 5 years.